

AGENDA



Thursday, March 6, 2008

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION**

Item No. 30

Subject: Authorize award and execution of a 36-month requirements service contract with ST. DAVID'S OCCUPATIONAL HEALTH SERVICES, Austin, TX for alcohol and drug testing for the Austin Police Department, Austin Fire Department, and Public Safety and Emergency Management Department in an estimated amount not to exceed \$165,135, with three 12-month extension options in an estimated amount not to exceed \$55,045 per extension option, for a total estimated contract amount not to exceed \$330,270.

Amount and Source of Funding: Funding in the amount of \$32,110 is available in the Fiscal Year 2007-2008 Operating Budgets of the Austin Police Department, Austin Fire Department, and Public Safety and Emergency Management Department. Funding for the remaining 29 months of the original contract period and extension options is contingent upon available funding in future budgets.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required.

For More Information: Sydney Ceder, Senior Buyer/974-2035

Purchasing Language: Best evaluated bid of three bids received.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract will establish a service agreement for alcohol and drug testing of officers of the Austin Police Department (APD), fire fighters of the Austin Fire Department (AFD), and employees of the Public Safety and Emergency Management (PSEM) Department.

APD and PSEM departments will use this contract to provide alcohol and drug testing services for pre-employment verification, random testing, and reasonable suspicion cases. Additionally, APD requires post critical incident testing. AFD will utilize pre-employment drug testing, reasonable suspicion testing, and post critical incident testing. Services will be provided 24-hours per day, 7-days per week in accordance with federal Department of Transportation requirements. It is estimated that 1,300 tests will be performed annually.

MBE/WBE solicited: 0/0

MBE/WBE bid: 0/0

PRICE ANALYSIS

- a. Adequate competition.
- b. Twenty-eight notices were sent. There are no known MBE/WBEs available for these services. Three bids were received.
- c. The pricing offered represents a 2% increase to the last contract award in September 2002.

APPROVAL JUSTIFICATION

- a. Best evaluated bid received. St. David's Occupational Health Services is the current provider of these services.

- b. The Purchasing Office concurs with the Austin Police Department, Austin Fire Department and the Public Safety & Emergency Management Department's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.